Diving Duty Pay

Introduction:

This section provides the procedures for starting, changing, and stopping Diving Duty Pay. This entitlement is paid to members who are entitled to basic pay and are: (1) assigned by orders to diving duty; (2) required to maintain proficiency as a diver by frequent and regular dives; and (3) actually performing diving duty.
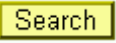
Reference:

Chapter 4 - U.S. Coast Guard Pay Manual
COMDTINST M3150.1

Procedure:

Diving Duty Pay stops automatically on the day of PCS departure.

Start CGHRMS, **sign-in** and follow these steps to start, stop, correct, or delete Diving Duty Pay.

Step	Action
1	**Select** Menu items in the following order. Home > Compensate Employees > Maintain Entitlements > Use > **Employee Entitlements**
2	A search page will appear. **Enter** the member's Employee ID number or other search criteria and **click** the ⬚Search⬚ button to select the member you wish to display. Advanced Technique You may select the input mode by checking one of the following boxes located at the bottom of the search screen. ☐ Include History ☐ Correct History If both boxes are left blank, you will enter in the Update Display mode. The system will automatically default to the last method you selected. See Step 4 for more information. ⓘ When choosing a member from the search results, please be sure you are choosing the person you actually want to change data on. Verify the employee ID or national ID (SSN) before making any changes.

| 3 | Entitlement Panels. Either the **Summary Panel** or **Detail Panel** will appear depending on which option was previously selected.

Select the Employee Entitlement Summary Panel from the icons located at the bottom left-hand corner of the screen. The current selection will have no underline.

Employee Entitlement Summary | Employee Entitlement Detail

The following screen appears. |
|---|---|

	Select View All in the title bar.
4	**Select** the Include History button located at the bottom right-hand portion of the screen so that all payments of Diving Duty Pay will be shown in the next panel. If you are stopping, correcting, or deleting this entitlement, use the Correct History button.

Note: The current selection will have a white background.

- ➢ You may use the Update/Display button to start Diving Duty Pay; however, we recommend using the "Include History" mode so all payments will display.

- ➢ Use the Include History button to view all payments of Diving Duty Pay. Only new entitlements can be entered in this mode.

- ➢ Use the Correct History button to update or delete entries of Diving Duty Pay. A listing of all payments will be displayed. |

5	**If a Diving Duty Pay row exists in the Summary Panel…** **Click** the `Continue` button adjacent to Diving Duty Pay. The Employee Entitlement Detail screen will appear. (Go to Step 7) **If a Diving Duty Pay row doesn't exist in the Summary Panel…** **Click** a `+` button to the right of any entitlement. A blank entitlement line will appear below whichever line is selected. Next, **type** "DDP" in the look-up box `☐ 🔍` or use the magnifying glass to search for and select the Diving Duty Pay earning code. Then **click** the `Continue` button adjacent to Diving Duty Pay to bring it up in the Employee Entitlement Detail screen. (Go To Step 7)

6	**Employee Entitlement Detail Panel** is the main panel for entering or stopping entitlements. **If you have completed Steps 3-5, continue on to Step 7.**

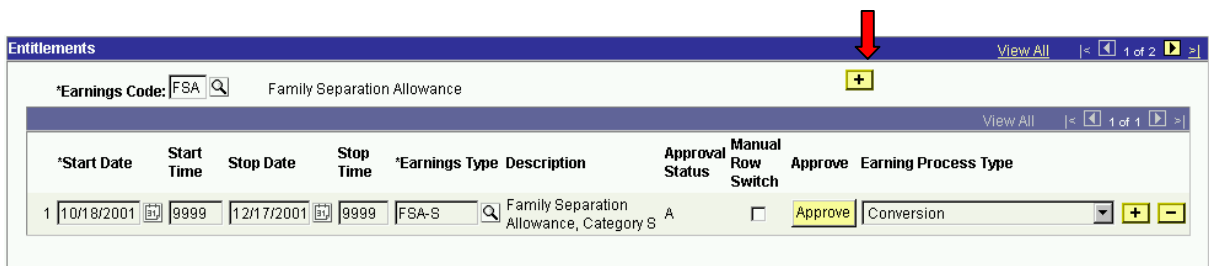**Follow these procedures to bypass the Employee Entitlement Summary Panel.**

Select the Employee Entitlement Detail Panel from the icons located at the bottom left-hand corner of the screen. The current selection is not underlined.

Employee Entitlement Summary | Employee Entitlement Detail

Select the [Include History] button located at the bottom right-hand portion of the screen so that all entries of Diving Duty Pay will be shown. If you are stopping, correcting, or deleting this entitlement, use the [Correct History] button.
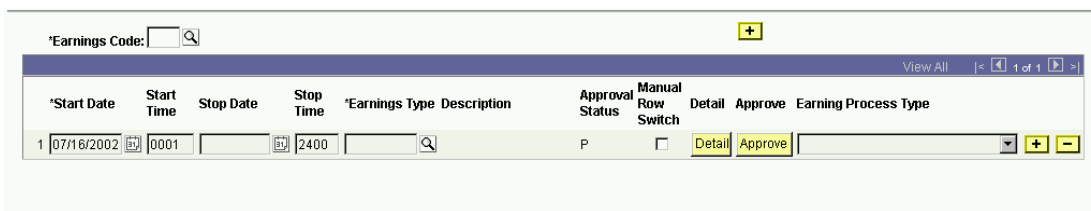
Select [View All] from the displayed title bar to list all entitlements.

Scroll up to find the "DDP" Earnings Code. If Diving Duty Pay isn't listed (after clicking [View All]), click the [+] button from any entitlement as shown below.

The following screen appears below the previous entitlement…

Type "DDP" in the Earnings Code field or use the magnifying glass [🔍] to search and select the Diving Duty Pay Earnings Code. |

Continued on next page

7	**Starting Diving Duty Pay** (See Steps 8-10 for other options)

In the ![Include History] mode, click the ➕ button shown below.
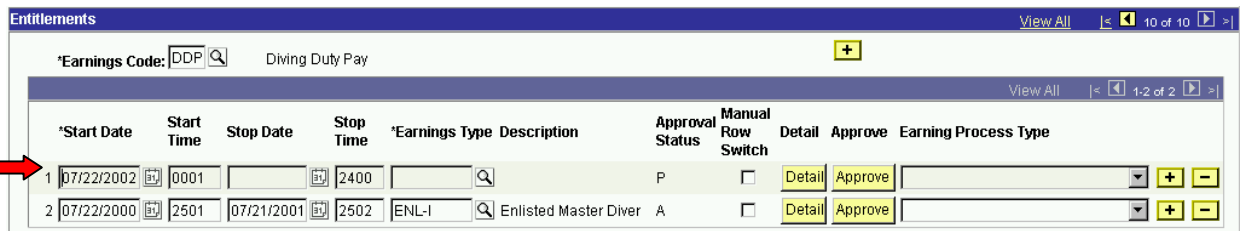
The following entry line appears…
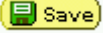
Enter the following information…

Field	Action
Start Date	The current date is automatically displayed. Use the calendar button 📅 to **select** the desired start date. You can also **Click & Drag** over the date field to select the date then **Type** the start date in MMDDYYYY format. **Note: The Diving Duty Lapse Date in JUMPS will default to the start date each time a new entry is made.**
Start Time	Pre-filled
Stop Date	**Enter** the last day of entitlement or leave blank to pay continuous Diving Duty Pay. Use the calendar button 📅 to select the desired date. You can also **Click & Drag** over the date field then **Type** the stop date in MMDDYYYY format.
Stop Time	Pre-filled
Earnings Type	**Type** in the code if known or use the 🔍 to search and **select** from a listing of available earning types.
Description	Pre-filled. Ensure the proper entitlement is shown.
Approval Status	Pre-filled. The status will automatically change from Pending (P) to Approved (A) upon saving.
Manual Row Switch	**Select** this field only when necessary to override pay edits. Business rule edits will not be turned off when this is selected. **Caution!** Overriding pay edits may result in errors and possible overpayment of entitlement.
![Approve]	Not Used. Payment of Diving Duty Pay does not require audit and approval.
Earnings Process Type	Not Required. Disregard this field.
![Save]	**Click** this button (located at the bottom left of the screen) to approve the entry.

8	**<u>Stopping Diving Duty Pay</u>**
	In the [Correct History] mode, find the row to stop. The stop date will be blank as shown below:

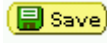Enter the following information…

Field	Action
Stop Date	**Enter** the last day of entitlement by using the calendar button 📅 to select the date. You can also **Click & Drag** over the date field then **Type** the stop date in MMDDYYYY format. This field can be future dated.
Stop Time	Pre-filled
Manual Row Switch	**Select** this field only when necessary to override internal pay edits. Business rules will not be turned off when this is selected. **Caution!** Overriding pay edits may result in errors and possible overpayment.
[Approve]	Not Used – Payment of Diving Duty Pay does not require audit and approval.
[Save]	**Click** this button (located at the bottom left of the screen) to approve the entry.

| 9	**<u>Correcting Diving Duty Pay</u>**
	In the [Correct History] mode, **find** the Diving Duty Pay row to correct.
	Click & Drag over any editable field to change its value. Dates must be typed in MMDDYYYY format. You may also use calendar buttons 📅 to modify dates and the magnifying glass 🔍 to change the earning type.
	Click the [Save] button located at the bottom left of the screen.
	ⓘ To change the effective start date or an incorrect earnings type, you must delete the entire row (Step 10) and then start a new Diving Duty Pay entitlement (Step 7).

10	**<u>Deleting Diving Duty Pay</u>**
	In ![Correct History] mode, **find** the Diving Duty Pay row to delete.

Click on the ![−] button located in the row to be deleted.

Click the ![Save] button located at the bottom left of the screen.

![i] The total Diving Duty Pay entitlement will be recouped when using this feature. |

End